

## **Call for proposals**

The Public Affairs Section, U.S. Embassy Kyiv Ukraine is pleased to invite interested parties in Crimea to submit proposals to provide educational advising services in partnership with the Embassy. Proposals should be submitted to Vera Ternovska, Public Affairs Section, U.S. Embassy, vul. Hlybochytska, Kyiv, Ukraine.

### **Goal of the project**

This project aims to improve the quality and quantity of information available to interested Crimean scholars, university students, and high school students about educational and training opportunities in the U.S.

### **Program Description**

The organization(s) selected will provide public access to current and reliable information about U.S. educational opportunities and admission to programs in the U.S. It should be proactive in its dissemination of information to the target audience. The organization will be expected to submit monthly reports of educational advising activities to PAS, U.S. Embassy for monitoring and evaluation of performance.

The U.S. Embassy will provide successful applicants with a collection of books relating to U.S. education and the process of admission to U.S. universities, as well as college catalogues and testing materials. The Embassy will also provide training to organization staff. Funding may go towards infrastructure and operating costs, although a strong preference will be shown towards proposals that have a cost-sharing arrangement. The Embassy will work with successful applicants to make them eligible to become members of the network of EducationUSA Advising Centers.

### **Eligibility requirements:**

In order to be successful, an applicant is required to provide:

1. personnel to conduct educational advising.

2. staff fluent in English, with a basic understanding of educational concepts at the time of application.
3. technical resources to maintain an updated web page
4. associated reading or meeting rooms available to host program events and activities, such as presentations, workshops and seminars
5. extensive contacts in local academic institutions
6. a clear plan for sustainability, including administrative costs

## **Timeline and Procedures**

### **Applicants should take the following steps in order to prepare the application package:**

1. Identify and compile the list of resources that will be available for the Educational Resource Center: material, informational and human.
2. Describe previous experience related to offering educational information.
3. Develop strategic plan which includes:
  - description of proposed activities;
  - plans for information dissemination to specific target audience
  - list of major institutional contacts;
  - plans for sustaining activities ERC
  - Draw up a budget including training costs for ERC staff
4. Prepare brief CVs of the staff who will be providing advising services.
5. Submit the package to the PAS Kyiv by the deadline.

**Deadline for proposals submission is extended till:**

May 20, 2009